

F&C Committee Submissions Coming Directly to the Secretary of Ad Board

Grants, except statutory grants* or contracts due to MOU's or statutory authority

APPLICABLE FORMS:

- AS-1, Procurement Initiation Letter (Not necessary for grants)
- SAB-810, Finance and Claims Agenda Format
- SAB-811, State Administrative Board Contract Abstract

Proposing Agency:

Determines whether contract/grant needs State Administrative Board approval according to resolutions *2003-1 Reduce Threshold for Contractual Approval*, effective March 25, 2003, and *2003-2 Exceptions to Threshold for Contract Approval Established by Resolution 2003-1*

Determines the committee review schedule with which it will need to comply, and allows lead-time to prepare and submit supporting documents. Items are due on Tuesday at noon two weeks before the F&C meeting.

Assures that all prerequisites, including all required reviews and approvals, are met prior to submission of any type of proposal for committee action.

Submits the following material to the Secretary of the State Administrative Board, 2nd floor, Mason Building, Pillar D4:

1. one paper copy of an Agenda Format (SAB-810) submitted as part of submission packet. Please create this document in Courier New 12 point format. **Also, Submit one electronic copy to the Secretary of the State Administrative Board via email.**
2. for each contract, grant, or contract amendment to be submitted for the agenda, send the following:
 - a. The completed original, signed Contract Abstract Form (SAB-811) and nine copies.
 - b. For contracts/grants of \$250,000 or more and amendments of \$125,000 or more, send one copy of the proposed contract, grant, or amendment (or model contract) including all applicable prior amendments.

The **AS-1** form can be obtained at www.michigan.gov/doingbusiness, For State Agencies, Implementation of Executive Directives 2003-5, 2003-8, and Administrative Board Resolutions, Procurement Initiation Letter.

All ad board forms, resolutions, and the yearly calendar with deadlines can be obtained at www.michigan.gov/doingbusiness, State Administrative Board, Meeting Updates.

All Executive Directives can be obtained at www.michigan.gov, Governor, Executive Orders, Executive Directives.

*A statutory grant is when the grant amount or percentage of an amount and the grantee(s) is/are named in an appropriation bill. There is nothing for the Board to approve because it has already been determined.